

# COMPENSATION BOARD DOCKET #23/06

## December 19, 2022

### 307-23-06: SHERIFFS & REGIONAL JAILS

#### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MASTER DEPUTY PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p><b>At its meeting on November 17, 2022, the Compensation Board acknowledged the request from the audit committee to seek additional information from seven offices to confirm audit requirements were met under the Master Deputy Program.</b></p> <p>December 15, 2022 - Staff reports the following remaining results with concurrence from the audit committee that the offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Arlington County</li> <li>• Gloucester County</li> <li>• Northampton County</li> <li>• Southampton County</li> <li>• Blue Ridge Regional Jail</li> <li>• Pamunkey Regional Jail</li> <li>• City of Colonial Heights</li> </ul>		\$0.00	The Compensation Board noted the updated information regarding these offices and thanks the audit committee for their work in the subsequent review of follow-up materials.

# 307-23-06: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	CONSENT DOCKET	TOTAL COST	COMPENSATION BOARD ACTION
VARIOUS	SHERIFFS/ SUPERINTENDENTS	December 15, 2022 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
001	307	Accomack County	12/12/2022	Vacancy Savings	Office Expense	\$108,002.02	\$108,002.02
087	307	Henrico County	11/22/2022	Vacancy Savings	Temporary	\$584,901.48	\$584,901.48
405	307	Albemarle-Charlottesville Regional Jail	11/28/2022	Vacancy Savings	Temporary	\$290,648.11	\$190,648.11
405	307	Albemarle-Charlottesville Regional Jail	11/28/2022	Vacancy Savings	Office Expense	\$0.00	\$100,000.00
410	307	Northwestern Regional Jail	12/15/2022	Vacancy Savings	Temporary	\$65,749.65	\$65,749.65
425	307	Central Virginia Regional Jail	12/15/2022	Vacancy Savings	Office Expense	\$71,110.34	\$61,110.34
430	307	Piedmont Regional Jail	11/29/2022	Vacancy Savings	Office Expense	\$27,655.13	\$27,655.13
435	307	Prince William-Manassas Regional Jail	12/12/2022	Vacancy Savings	Office Expense	\$469,933.06	\$469,933.06
450	307	Rappahannock Regional Jail	12/1/2022	Vacancy Savings	Temporary	\$687,409.72	\$687,409.72
455	307	Western Tidewater Regional Jail	12/15/2022	Vacancy Savings	Office Expense	\$58,548.45	\$58,548.45
460	307	Pamunkey Regional Jail	12/7/2022	Vacancy Savings	Temporary	\$65,119.49	\$65,119.49
465	307	Riverside Regional Jail	12/15/2022	Vacancy Savings	Office Expense	\$625,588.88	\$625,588.88
470	307	Virginia Peninsula Regional Jail	11/22/2022	Vacancy Savings	Office Expense	\$485,986.67	\$485,986.67
475	307	Hampton Roads Regional Jail	12/14/2022	Vacancy Savings	Office Expense	\$582,470.08	\$582,470.08
480	307	New River Valley Regional Jail	12/8/2022	Vacancy Savings	Office Expense	\$632,645.52	\$107,554.19
480	307	New River Valley Regional Jail	12/8/2022	Vacancy Savings	Temporary	\$0.00	\$200,000.00
492	307	Southwest Virginia Regional Jail	12/1/2022	Vacancy Savings	Office Expense	\$279,126.49	\$129,126.49
492	307	Southwest Virginia Regional Jail	12/1/2022	Vacancy Savings	Temporary	\$0.00	\$150,000.00
493	307	Middle River Regional Jail	11/28/2022	Vacancy Savings	Office Expense	\$193,936.67	\$125,566.67
493	307	Middle River Regional Jail	11/28/2022	Vacancy Savings	Temporary	\$0.00	\$68,370.00
494	307	Western Virginia Regional Jail	12/5/2022	Vacancy Savings	Office Expense	\$176,134.59	\$176,134.59
495	307	Meherrin River Regional Jail	12/12/2022	Vacancy Savings	Office Expense	\$695,780.25	\$695,780.25
496	307	RSW Regional Jail	12/12/2022	Vacancy Savings	Office Expense	\$121,730.17	\$121,730.17
630	307	Fredericksburg City	12/15/2022	Vacancy Savings	Temporary	\$16,544.84	\$16,544.84
650	307	Hampton City	12/12/2022	Vacancy Savings	Office Expense	\$444,360.22	\$444,360.22
690	307	Martinsville City	12/16/2022	Vacancy Savings	Temporary	\$30,866.94	\$30,866.94
710	307	Norfolk City	12/5/2022	Vacancy Savings	Office Expense	\$275,578.69	\$37,652.00
710	307	Norfolk City	12/5/2022	Vacancy Savings	Temporary	\$0.00	\$100,000.00
770	307	Roanoke City	12/8/2022	Vacancy Savings	Temporary	\$117,960.51	\$56,358.15
810	307	Virginia Beach City	12/6/2022	Vacancy Savings	Office Expense	\$135,785.69	\$83,529.29
		<b>Totals</b>				<b>\$7,243,573.66</b>	<b>\$6,656,696.88</b>

## 307-23-06: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRISTOL	SHERIFF	<p>November 21, 2022 Officer requests to transfer Base Temporary Funds in the amount of \$4,673 in order to fund an increase to position 00006, CS9, currently budgeted at \$46,247 to \$50,920. This will be effective December 1, 2022.</p> <p>Officer acknowledges that taking action to move base temporary funds to salaries of existing personnel may significantly reduce his options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>		\$0.00	The Compensation Board approved a transfer of \$4,673 from base Temporary salary funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary salary budget in the current as well as in subsequent fiscal year.

FIPS	Office Code	Locality Name	Request Date	From Category	To Position	Class Code	Current Salary	Requested Salary	Amount Requested	Pro-Rated for FY23
520	307	Bristol City	11/21/2022	Base Temporary Funds	00006	CS9	\$46,247.00	\$50,920.00	\$4,673.00	\$2,726
<b>Totals</b>							<b>\$46,247.00</b>	<b>\$50,920.00</b>	<b>\$4,673.00</b>	<b>\$2,726</b>

## 772-23-06: COMMONWEALTH'S ATTORNEYS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER PROSECUTOR PROGRAM AUDIT	CAREER PROSECUTOR PROGRAM AUDIT	<p><b>At its meeting on November 17, 2022, the Compensation Board acknowledged the request from the audit committee to seek additional information to confirm audit requirements were met under the Career Prosecutor Program.</b></p> <p>December 6, 2022 Staff reports the requested documents have been received with concurrence from the audit committee that the offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Dickenson County</li> <li>• Roanoke City</li> <li>• Virginia Beach City</li> </ul>		\$0.00	The Compensation Board noted the updated information regarding these offices and thanks the audit committee for their work in the subsequent review of follow-up materials.

## 772-23-06: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	COMMONWEALTH'S ATTORNEY	December 1, 2022 Officer requests a one-time transfer of accumulated Vacancy Savings to Temporary Salaries and Office Expense budget categories.	\$0.00	Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
011	772	Appomattox County	12/1/22	Vacancy Savings	Temporary	\$10,417.99	\$10,417.99

HENRICO COUNTY	COMMONWEALTH'S ATTORNEY	<p>November 3, 2022 Officer requests, in accordance with §15.2-1606 and 15.2-1636.14, to reimburse Henrico County for defense counsel expenses paid to S. Keith Barker, PC, Marrs &amp; Henry, Thompson McMullan, Freeborn &amp; Peters, and Irving M. Blank in the total amount of \$41,466.25, for legal representation of Shannon L. Taylor, Commonwealth's Attorney, et al. in the ongoing civil cases of Nickolas G. Spanos v. Shannon Taylor, et al, Case No. Henrico-CL21-6572, Henrico-CL22-2250, and Louisa-CL21-137.</p> <p>Officer has provided a letter from the Division of Risk Management for each of these cases stating that the Division would not provide coverage in this civil case.</p>	\$41,466.25	The Compensation Board approved reimbursement of \$41,466.25 for expenses incurred in accordance with §15.2-1606, Code of Virginia.
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ALLEGHANY COUNTY	COMMONWEALTH'S ATTORNEY	December 12, 2022 Officer requests to transfer \$204.00 in Vacancy Savings to Equipment to cover the cost of a replacement for a document shredder.	\$0.00	<p>Approved per the Compensation Board's FY23 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>The Compensation Board notes that equipment funds must be requested for reimbursement no later than the May, 2023 payroll reimbursement request</p>
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FIPS	Office	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
005	772	Alleghany County	Shredder	1	\$262.99	\$262.99	1	\$262.99	\$262.99	\$204.00
		<b>Alleghany County Total</b>				<b>\$262.99</b>		<b>\$262.99</b>	<b>\$262.99</b>	<b>\$204.00</b>

## 773-23-06: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	CIRCUIT COURT CLERK	<p>November 22, 2022 Officer requests to budget funding from the remaining balance of available TTF \$4 funds in the amount of \$41,919 for the following line items.</p> <ul style="list-style-type: none"> <li>• 1 Scanner (Imagex/JCC)</li> <li>• 1 SW St View Scan (Imagex/JCC)</li> <li>• Installation-Training (Imagex/JCC)</li> <li>• Warranty Service Upgrade (Imagex/JCC)</li> <li>• Double Inspect &amp; Report (US Imaging)</li> <li>• Double Duplicate, Group &amp; Index, (US Imaging)</li> <li>• Mask Unwanted Documents, (US Imaging)</li> </ul> <p>This office elected to carry over unbudgeted \$4 TTF projected collections of 238,242 in James City County, and currently has \$76,275 in \$4 TTF cash available on-hand through November 2022 collections for additional budgeting in FY23 (beyond the cash amount on hand that is already committed to previous budgeted amounts totaling \$161,967).</p>		\$41,919 NGF (\$4 TTF)	The Compensation Board approved the amount of \$41,919 from the office's projected FY23 \$4 TTF unbudgeted balance
CAREER DEVELOPMENT COMMITTEE	CIRCUIT COURT CLERK	<p>December 14, 2022 - Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk's Career Development Program. The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2023 for review and approval by the Board in December as required by the Deputy Clerks' Career Development Program. The committee also provided a report on the certification of Clerks and Deputy Clerks in the Association's Career Development Programs.</p>		\$0.00	The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks in CY23 for participation in the deputies' career development program as presented by the Career Development Committee. The Compensation Board thanks the Committee for its status report of certifications of Clerks and Deputy Clerks in the Career Development Programs

771-23-06: COMMISSIONERS OF THE REVENUE  
NONE.

774-23-06: TREASURERS  
NONE.

## OTHER MATTERS

### NEW BUSINESS:

REGULAR DOCKET					
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #23/05.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: A special meeting with constitutional officer association leadership to discuss budget and legislative priorities will be held on Tuesday, January 10, 2023 at 2:00 p.m.; upcoming regular meetings are Thursday, January 26, 2023 at 11:00 a.m. and Thursday, February 23, 2023 at 11:00 a.m.	N/A	Confirmed.
3.	NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board's New Officer Training was held December 7-9, 2022 at the Embassy Suites by Hilton in Richmond, Virginia. A total of 19 new/acting officers attended.	N/A	Noted.
4.	COIN ONLINE BUDGET REQUEST TRAINING	COMPENSATION BOARD	Compensation Board staff conducted annual budget request training virtually on December 2-6, 2022 with a total of 98 registered attendees.	N/A	Noted.
5.	INVITE ASSOCIATION LEADERSHIP TO JANUARY 2023 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents memo for approval inviting Association Presidents for a special legislative meeting with the Board on Tuesday, January 10, 2023 at 2:00 p.m. This meeting will be conducted virtually on the Microsoft Teams platform.	N/A	Approved.

## OTHER MATTERS

### NEW BUSINESS:

		REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u> <u>COMPENSATION BOARD ACTION</u>
6.	TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p><b>Collections:</b> FY23 collections for July through November totaled \$2,487,309.22, a decrease of 34.5% compared to the same period of collections in FY22.</p> <p><b>Expenditures:</b> FY23 year-to-date Clerks' expenditures through 12/16/22, totaled \$1,843,305.18 or 18.01% of budgeted Technology Trust Funds, as the November 2022 reimbursements had not yet completed processing.</p> <p><b>Projections:</b> Based on current collections to date, FY23 TTF total collections would be approximately \$5.97 million, a decrease of 27.46% compared to FY22 collections.</p>	N/A      Noted.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #23/06**  
**December 19, 2022**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Jeffrey Palmore. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.**  
**(\_\_\_\_\_ seconded the motion.)**

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**



## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: December 19, 2022  
Time: 10:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Jeffrey Palmore, Chairman (present)  
Craig Burns, Ex Officio member (present)  
Staci Henshaw, Ex Officio member (absent)

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